

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 17, 2016



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**Town Administrator:** This past week's activities included finalizing the Personnel Policies and Procedures Manual for distribution to employees, a meeting with the Suicide Prevention Coalition representatives, meetings with Chiefs Wetherbee and Bengtson and Library Trustee Chair Laurie Whitley regarding their department budgets, a candidate interview with the Town Planner Search Committee, a meeting to discuss the options for a second emergency egress at the Academy and preparing for and attending the Select Board's regular meeting on Thursday evening. This week I will meet with several Department Heads to review their proposed department and capital budget requests, continue reviewing the operating and capital budgets for Town Officers, Development Services and Administration, meet with DPW and Fire Department staff to review brush burning procedures at the transfer station. On Friday I will be out of the office to attend the monthly Municipal Managers Association meeting and training. Have a great week everyone!

**Finance:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Last week crews continued with assisting the trucking needs for the reconstruction of High Haith and the 2016 Road Program. Paving of High Haith and Redding was also completed. Work at the PSB continued with soil stabilization fabric and base gravel installations.

**Facilities & Grounds:** The Grounds crew continues to clean up leaves around the cemeteries and the public buildings. We started to build the new roof over the Transfer Station's single stream containers and will continue this week on Wednesday and Thursday. The old glass shed was cleaned out and prepared to receive salt and sand for the winter season. The Grounds crew also started painting the rink building. We also demonstrated some new lawn equipment on Friday. I will continue to dump the milfoil trailer for a couple more weeks and that season will come to an end.

**Waste Management Facility:** This week we shipped out 2 single stream recycle containers, 2-30 yd. demolition and 2 msw. Facilities and grounds has started the roof project over the single stream recycling.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 756 log entries, which included the following calls for service, 46 motor vehicle stops, 13 assists to Fire/EMS, 0 Directed Patrols, 8 arrests, 6 complaints, 3 MV Accidents, 12 MV Complaints, 7 residential alarms, 1 commercial alarm, and 5 K-9 complaints.

**Training:** Oct. 4<sup>th</sup> Off. Melanson, Off. Bagan, Off. Pare attended Steven's Advanced Driving School.

Oct. 7<sup>th</sup> J-One Training at the PD. Oct. 10-14 Sgt. Boucher attended RAIDER/Active Shooter Training.

**Moultonborough Fire Department:** Year to date there has been 701 calls for emergency service. For the period of 10/07/16 to 10/13/16, there were 12 calls for service: (4) EMS calls; (1) Dispatched & cancelled en route; (1) Assist the physically disabled; (1) Smoke detector activation due to malfunction. There was one instance of Moultonborough receiving automatic aid from Center Harbor. There were no instances of overlapping incidents (two incidents ongoing simultaneously)

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 11:40 min/sec

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 8:11 min/sec

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 13:25 min/sec

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

**Operations:** 10/12- The Fire Chief and Town Administrator met with NHSEM Liaison Heidi Lawton for the purpose of introducing the new Town Administrator and to review the Town's facilities and learn about training opportunities available. 10/12- The Fire Chief attended a meeting of the Lakes Region Mutual Fire Aid Executive Committee. 10/13- Chief Bengtson attended training in Concord sponsored by Primex on how to conduct internal investigations. 10/13- The Fire Chief along with Code Enforcement Officer Cahoon met with a commercial property owner and potential tenant to discuss potential code requirements for the property. 10/13- The Fire Chief met with Chief Wetherbee, TA Johnson, DPW Director and Assistant Principal Patterson to discuss alternate access options for Moultonborough Academy.

**Office of Development Services Planning:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last Saturday, October 15, the Carroll County Soccer Team competed in the Mount Washington Valley Soccer Tournament in Conway and placed 4<sup>th</sup> in their division. There were 13 towns represented at the tournament; some of the towns had multiple teams participating. October 29, Moultonborough will host the Carroll County Soccer Tournament at Moultonborough Academy, where the team will compete once again against many of the same teams. The large meeting room at the Recreation Dept. is now open for drop-ins on Monday and Thursday mornings from 8:30-11 a.m. Young children are able to come in and play, while the adults can chat and share ideas. MRD's annual Halloween Party will take place on Friday, October 28 at MCS, with games, prizes, costumes, and a haunted hallway are just a few of the fun activities. We are hoping for a great turnout again this year! MRD is once again offering a trip to see the Boston Pops Holiday Show in Manchester at the SNHU Arena on December 10. This trip is being run in conjunction with Meredith Parks & Recreation. Patrons can board the bus in Moultonborough or at the Meredith Community Center. Registrations are now being accepted and tickets are limited. This Monday, October 17, Donna T. will attend the Wellness Meeting at MCS. Donna T. will also meet with the Program Coordinator at the Castle in the Clouds to discuss possibly partnering together for some winter activities and events.

**Important Dates to Remember**

**Board of Selectmen's Meeting & Public Hearing 2016 Tax Sale, October 20, 2016, 7 PM**

**Convention of Committees Meeting, Public Library, October 24, 2016, 5:30 PM**

**Board of Selectmen's Work Session, October 27, 2016, 4 PM**

**\*Department Head Meeting, Tuesday – November 1, 2016, 9 AM\***